

1660 Winder Highway  
Jefferson, Ga. 30549  
www.jackson.k12.ga.us

Phone: 706-367-5151  
Fax: 706-367-9457

Mrs. Lynne Massey-Wheeler, Chairperson

Dr. April Howard, Superintendent

## **2014-2015 Employee/Guest Acceptable Use Policy for Jackson County School District's Technology**

The Jackson County School District's (JCSS) Acceptable Technology Use Policy (ATUP) is to prevent unauthorized access and other unlawful activities, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act (CIPA). As used in this policy, Technology includes the physical devices and structures as well as the software and processes that provide for electronic display, creation, removal, and transportation of data, visual, voice, and video content.

The JCSS has a responsibility to utilize protection measures to block or filter, to the extent practicable, access of visual depictions or content which are obscene, pornographic, and/or harmful to minors. The JCSS reserves the right to monitor activity in its technology environment and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary.

**Users should have no expectation of privacy regarding their use of JCSS technology!**

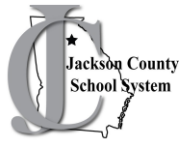
**Please note, this policy is to be adhered to when using JCSS issued technology away from the workplace.**

It is the responsibility of all employees of the JCSS to ensure technology is used in a responsible, efficient, ethical, and legal manner and that such activities are conducted in a manner that supports the JCSS's educational and business objectives. These measures are in place to provide for a safe and secure electronic environment.

### **Acceptable Uses**

- Technology use will be limited to the educational and business objectives of the JCSS
- Appropriate behavior as defined by good "digital citizenship"
- Personal information is kept secure by not divulging it over the Internet or with other student users. This includes but is not limited to home address, phone number, user ID, passwords
- Chat/blogs/e-mail or other means of direct electronic communications will only be utilized educational or business purposes only
- Social Networking sites are utilized only for educational or business objectives
- Technology may be used for incidental personal use but only during duty-free time
- Restrictive Internet content filters in place may be bypassed by authentication by an individual but this does not allow for completely unfiltered Internet access
- Sites may become unblocked by submitting an unblock request in the HelpDesk system. The educational/business justification must be explained in the ticket, the Information Services and Technology Department will research the site and either approve or deny the request

*The Jackson County School System is committed to the relentless pursuit of educational excellence*

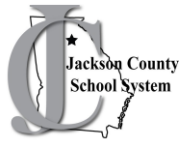


### **Unacceptable Uses**

- Physically damage, vandalize, or alter technology equipment or resources..
- Using profane, abusive, or impolite language; threatening, harassing, or making damaging or false statements about others (cyberbullying)
- Accessing, transmitting, or downloading offensive, harassing, or disparaging content
- Deleting, copying, modifying, or forging other users' names, emails, files, or data
- Disguising one's identity, impersonating other users or sending anonymous e-mail
- Using another person's account and/or password or identifiers, interfering with another user's ability to access their account(s), or disclosing your own or other's password/account information
- Using the technology for commercial purposes; to include but not limited to personal financial gain, advertising, or promoting personal business interests
- Soliciting for religious purposes or lobbying for personal political purposes
- Accessing, transmitting or downloading large files or a large collection of files, such as iTunes libraries (one example), or full length videos
- "Chain letters" or any type of "pyramid schemes"
- Violating copyright law
- Bypassing or attempting to bypass the security built into systems, internal or external to JCSS, such as using false information, other user logins, system administration ids or attempt to gain such information.
- Bypassing or attempting to bypass Internet content restrictions. This includes but is not limited to anonymizers, proxies, peer to peer networks or other means that allows one to view blocked content or hide their Internet activity.
- Illegal purposes
- Altering the configuration of any technology without direction from the Technology Department
- Installing or attempting to install any software not authorized by the Technology Department
- Attempting or installing malicious software or devices into/against any technology platform. This includes but is not limited to viruses, worms, trojan horses, frequency jammers, and personal wireless networks.

### **Penalties for Unacceptable Use**

- Individuals shall be responsible for damages, losses or costs incurred by the school system relating to or arising from any violation of the rules. Physical damage/loss will be calculated using replacement cost, damages/losses requiring service personnel will be based on the servicing entities costs to the school district.
- The use of JCSS technology is a privilege, not a right, and misuse will result in the restriction or cancellation of said privileges within the JCSS. Furthermore, violation of this policy may result in disciplinary action including reprimand, suspension, or dismissal.
- If applicable, appropriate law enforcement authorities will be notified immediately of illegal activity and/or computer fraud.



1660 Winder Highway  
Jefferson, Ga. 30549  
www.jackson.k12.ga.us

Phone: 706-367-5151  
Fax: 706-367-9457

Mrs. Lynne Massey-Wheeler, Chairperson

Dr. April Howard, Superintendent

---

**Employee/Guest**

I have read and discussed the JCSS Acceptable Technology Use Policy, I will use the technology provided by Jackson County Schools for educational and business purposes only. I additionally will enforce to the best of my ability this policy.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

(If employee) Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

(If Guest) Company \_\_\_\_\_

Jackson County Schools Technology and systems include but are not limited to:  
**Desktop computers, laptop computers, network equipment, network cabling, wireless networks, servers, projectors, SmartBoards, wireless network access points, document cameras, printers, fax machines, telephones, point of sales machines, televisions, video announcement monitors/boards, Internet, Internet content filters, firewalls, caching engines, heating/air conditioning controls, electrical controls, intercom, video surveillance, cameras, camcorders, MP3 players, iPods, tablet computers, cell phones**